

California Department of Corrections Financial Information Memo

SUBJECT:	FIM NUMBER:
COMMERCIAL LODGING RECEIPT REQUIREMENT	2003-08
REFERENCES: Personnel Management Letter 2003-026	DATE: September 12, 2003

DISTRIBUTION

Executive Staff
Regional Institution Administrators
Regional Parole Administrators
Regional Health Care Administrators
Wardens
Associate Wardens, Business Services
Health Care Managers

PURPOSE

The purpose of this memorandum is to update the Department of Corrections' policy regarding the requirement to submit commercial lodging receipts.

DISCUSSION

Pursuant to Department of Personnel Administration PML 2003-026 – Employees on State business or relocation status, who are seeking reimbursement for lodging, must provide receipts from a commercial lodging establishment. A commercial lodging establishment is defined as a hotel, motel, bed and breakfast, or campground that caters to the short-term traveler. Timeshares and other privately owned venues are not defined as commercial lodging establishments and therefore, costs incurred at these establishments will not be reimbursed. The commercial lodging receipt requirement shall also apply to approved long-term assignments.

In accordance with the Internal Revenue Service requirements of an accountable plan, valid receipts have to be issued by commercial lodging establishments and show the employee's check-in and checkout date, lodging cost and payment. Receipts from Internet lodging reservation services are not valid lodging receipts and will not be accepted for reimbursement.

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ACTION REQUIRED

Employees are to ensure that lodging establishments secured for overnight stays are commercial lodging establishments and that these establishments will provide a receipt that indicates the date the employee checked in, and checked out, the rate charged for lodging and confirmation of payment.

Employees making travel plans may access the statewide lodging guide at www.travelcsg.com. Other resources for securing moderately priced lodging within the state rates include designated travel agencies, American Automobile Association (AAA) books, and direct contact with lodging establishments.

If you have any questions, please contact DeAndrea Lyles, Accounting Administrator I at (916) 323-3583, or DeAndrea.Lyles.corr.ca.gov.

ORIGINAL SIGNED BY WENDY STILL

WENDY STILL
Deputy Director
Financial Services Division

Attachment

cc: Regional Accounting Office Administrators
Regional Accounting Office Managers
Headquarters Accounting Services Section
Inmate Welfare Fund/Trust Accounting Section

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State of California

MEMORANDUM

REFERENCE CODE:
2003-026

DATE:
August 1, 2003

TO:
Accounting Officers
Budget Officers
Employee Relations Officers
Personnel Management Liaison
Personnel Officers
Travel and Relocations Liaisons

FROM:
Department of Personnel Administration
Policy and Operations Division

SUBJECT:
Travel and Relocation Reimbursements - Lodging Receipts

CONTACT:
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Travel and Relocation Programs
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Employees seeking lodging reimbursement for State business travel or relocation must provide receipts FROM THE LODGING ESTABLISHMENT. A lodging establishment is defined as a hotel, motel, bed and breakfast, or campground that caters to the short-term traveler. Costs associated with use of time shares and other privately owned venues are not commercial lodging establishments and will not be reimbursed.

In accordance with the Internal Revenue Service (IRS) requirements of an accountable plan, valid receipts are those issued by the commercial lodging establishment, which show the employee's check-in date, check-out date, expenses incurred, and payment made. State departments are directed to notify their employees that receipts from Internet lodging reservation services such as www.Priceline.com, which require prepayment to that service, ARE NOT LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

Employees making travel plans are advised to first use the lodging guide at www.travelcsg.com, contact lodging establishments directly, and request lodging not in excess of the maximum lodging reimbursement rate for that area.

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When the lodging guide resources are exhausted, other means of seeking lodging at moderately priced establishments may be used, such as but not limited to the departmental travel agency, AAA books, and other direct contact with the lodging establishments.

In those rare occasions when excess lodging approval is needed, documentation must be submitted to the approving authority prior to travel. When departments are the approving authority, documentation and substantiation must be submitted and retained by the department in accordance with the delegation requirements set forth in the Department of Personnel Administration (DPA) Rule 599.619(e). When DPA is the approval authority, documentation and substantiation must be submitted in advance to DPA through the fax number (916) 324-9393.

Bob Painter, Chief
Policy and Operations Division